



FIRSTSTEPDAYCARESA@GMAIL.COM



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313 11TH AVENUE
GEZINA; 0084

THANK YOU FOR YOUR ENQUIRY

Dear Parents,

First Step is an educational organisation that has provided services to Gezina since 2006. This mid-sized childcare facility serves children from six weeks to six years. We use a school readiness program based on the Curriculum and Assessment Policy Statement (CAPS) for our Grade R & RR class and the Early Learning and Development Area (ELDAS) for our 0 – 4 years as provided by the Department of Basic Education. Part of our weekly program is a Speech- and Occupational therapist giving class therapy sessions to our children.

Our services are safe and secure, providing our parents with a place to care for children with love. Our staff attends courses regularly to keep updated with the latest educational methods.

First Step recognises God the Father, the Son, and the Holy Spirit.

He gave us the mandate to educate and train our children in the facts and the information required in this technological age; more importantly, our children need an impartation of Godly wisdom. By doing this, they must learn about Jesus's Love through the Bible.

We want to teach our children to be independent, self-disciplined, self-controlled, responsible, determined and reasoning young adults. We aim to engender respect and love for each other.

We will strive to produce soundly educated children equipped to enjoy fruitful progress in a satisfying life in a community with the best equipment and methods available within our structures.

We have an Aftercare facility on the premises, where children can do their homework; we also accompany them back to school for their extra murals. During the examination time, we provide spare study time to the children.

Our doors are always open, and we invite you to raise any concerns.



Please attach the following copies:

- ✓ Copies of parent's I.D.'s
- ✓ Copy of learner's birth certificate
- ✓ Copy of learner's clinic card
- ✓ Copy of learner's school report (if available)
- ✓ Copy of Medical aid card
- ✓ Municipal account (proof of address)

Your child will have adult supervision from Monday to Friday (06H00 - 17H30).

Total school fees include meals as stipulated on the menu, speech therapy and occupational therapy once weekly (if the options were chosen). First Step will provide a copy of your enrolment form with all your details to the Speech- and Occupational therapist and no other 3rd party.

The school offer a safe environment with security features such as a security gate and cameras.

The school will be open throughout the year except for public holidays and the December holidays from 16 December 2024 to 05 January 2025, when it will be closed. We will also be closed to make it a long weekend on Friday, 22 March 2024, and Monday, 23 September 2024.

Parents must pick up children no later than 17H30.

All children collected **after 17H30 will be charged R200 per hour** or part thereof, payable immediately when fetching your child.

Should any other person collect your child as stipulated on your form, the school needs to be notified, **OR** a telephone call will be added to your account.

Registration and Educational Toy fees are **NOT** refundable. The parent/guardian of a learner must provide all stationery. A list to buy all stationery will be provided on registration.

All school fees must be **paid in advance by the 1st of each month** throughout the year, payable **twelve months** a year, regardless of any absenteeism. If First Step has to **shut down** for any disaster state or reason, parents must still **pay** school fees, and only your calendar month of notice will set you free from your responsibilities.

No cash will be accepted on these premises, and school fees **must be deposited**. If you pay money in the bank account, include an R90 cash handling fee every month; alternatively, use internet banking or Debit Orders to avoid cash handling fees.


School Fees will be raised on 01 January of each year; the amount will be communicated two months in advance.

Suppose an account has not been paid up in full or paid after the 2nd of a month; a **penalty fee of R300** will be charged. If school fees are not paid in full by the 2nd of the month, your child will not be accepted at school on the morning of the 3rd.

Parents must give one calendar month of written notice. No notice will be accepted in October to avoid paying December fees. Please remember that School Fees are payable until 31 December (twelve months) throughout the year. Even if you go on holiday, including December, your agreed fees must be paid in full. If your child is sick or not attending school for any reason, school fees must also be paid in full. Please notify the school of any absenteeism.

Should you remove your child from the school without one calendar month of written notice or the outstanding fees not being paid in full, your account will be handed over to the Credit department for Blacklisting. A parent will be liable for all attorney's costs, additional charges and collection fees.

Monthly school fees paid for the month are not refundable.



Field trips, Fun days and annual Concerts are compulsory and must be paid for whenever required. Please make written arrangements if needed. Please watch our communication app (Parent childcare app), notice board and Facebook page for important dates and notes.

All extra activities, e.g. Computer Classes, Swimming, Catrobatkidz, Karate, Ballet & Modern Dancing, end of term fun days, School outings and anything extra that might occur, fees are not included in your school fee but will be communicated to you.

Your child may appear on our social media from time to time. Please let us know if you do not want your child on any social media that First Step may use.

The school have a **School Golf Shirt uniform** that is **mandatory daily**. We ask that you comply with this act. Only extra mural class shirts can be worn on the applicable days of the class.

Tags for our security gate must be bought at the office. We ask that you **do not let other people in or out** with you at the gate; it is for your child's safety. Every parent must have their Tag for these safety reasons.

Meals will be provided (if the option is chosen).

Afternoon snacks @ 15H00 can be packed in, or your child will get bread and juice.

ALL CHILDREN NEED TO PACK ONE SET OF CLOTHES PER DAY IN CASE OF AN "EMERGENCY", regardless of whether they use it.

The following needs to be sent to school daily or monthly:

For Babies 0 - 18 months daily:

- 4 x Bottles **MARK**, please
- Milk Formula
- 2 x Pair of clothes
- 5 x Nappies (please send more when your baby's tummy is not well)
- Wet Wipes

For 18 months and older, every month, or your account will be debited:

- Hand sanitiser
- Hand cream
- 2 x Wipes
- 1 x Tissues
- 2 x Toilet paper
- 2 x Kitchen (paper) towel
- 2 x different coloured fibre clothes (**once-off**)
- A packet of big freezer plastic bags to send, dirty clothes, etc., home
- **No toys, please**

Afternoon snacks must be sent in a bag

All items sent to the school should be marked with your child's name. First Step will not be held responsible for any belongings lost or stolen on the premises.



First Step uses the Parent Childcare app and Parent check-in for administrative and check-in purposes. All communication will be done through the app.

Please download the app before clicking on the link in your email from Parent. Create your password; you can only visit your child's profile after this process. Please fill in all the details under the small icons. Your child's report (Term 1, 2 and 4) and invoices (monthly) will also reflect on it.

Entry and exit from the school

A tag for the small gate to enter or exit can be bought at the office @ R80.

Suppose the country will be put back on a COVID disaster plane for any reason; no entry on the premises will be applicable. Parents must ring the bell in the mornings at the small gate for children to enter, and on afternoons, ring the bell at the big gate to pick up the child. In both cases, children will only meet their parents at the entrance.

School Program Times:

Drop-off: 06:00 to 07:33
Breakfast: 07:30 to 07:45
Class times: 08:00 to 12:30
Tea time with
Free play: 10:15 to 11:00
Lunch: 12:30 to 13:00
Resting time: 13:00 to 15:00
Snack time: 15:00 to 15:30
Free play: 15:30 to 17:30
Pick-up NO LATER than 17:30

Measures on how to deal with children who show signs of illness

- Should learners get sick or show signs of disease, they will be supervised and kept in the designated isolation area. We will notify the parent who needs to come and collect your child immediately and seek medical treatment.
- Sick learners may only return to school after they no longer have to use medication.

We are looking forward to welcoming you to First Step.

Regards

Annelle Botes & Team



Fee Structure 2024

Mandatory once-off Fees

Admin Registration Fee	R 250.00
Yearly Admin	R 150.00
Mattress	R 300.00
Educational Toys	R 830.00

Mandatory Items to Purchase

Security Gate Tag	R 80.00
School Uniform (Shirt & Pants)	R 450.00

Service Options Pre-school

Full day with therapy	R 3 100.00
Full day without therapy	R 2 700.00
Full day without meals and therapy	R 1 950.00
Half-day with therapy	R 2 900.00
Half-day without therapy	R 2 500.00
Half-day without meals and therapy	R 1 750.00
Babies 0 - 18 Months (no Food)	R 2 300.00

Extra Fees

December contribution per Month	R 50.00
Yearly Concert Fee once-off paid by 01 August	R 1350.00
Gr R Graduation	R 410.00